

## JOB ANNOUNCEMENT

### VACANCY #02-FI-OFRM-0001

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Agency:	Office of Finance and Resource Management (OFRM)
Division/Unit:	
Position:	Financial Manager
Grade/Step:	DS-13/4
Salary Range:	\$59,466
Area of Consideration:	Unlimited
Opening Date:	4-26-02
Closing Date:	Open until filled
Number of Vacancies:	One

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**Position Description:** The incumbent collects information on ongoing financial activities and compiles required reports for consumption of the director and deputy director of budget. Coordinates financial activities with the client agency and provides guidance and assistance to the client agency during each phase of the budget cycle. Responsible for all financial activity connected with budgetary and procurement operations under the scope of OFRM for assigned client agencies. Provides management of budget related activities under the direction of the OFRM budget director or his/her designee. Informs the budget director, or his/her designee, on various activities, decisions, or issues connected with the applicable financial activities relating to all budget areas within the OFRM's scope as it pertains to the assigned client agencies. Advises the budget director on courses of actions being taken or to be taken as they relate to the financial aspects within the analyst's area of responsibility and completes year-end closing activities as required by District of Columbia standards.

Must have working knowledge of or the ability to learn the District of Columbia's financial management system and software packages and/or software suites that are standard to OFRM's operating model. Basic mathematical skills that enable the employee to successfully manage customer agency fiscal resources. Advanced analytical and accounting skills are required to provide specific or requested reports to OFRM directors or managers. Must have communication skills that are required to gain and retain customer trust and satisfaction with the service provided by OFRM. This is a temporary position not to exceed thirteen (13) months.

#### **Submission Information:**

To: Office of Government Business and Human Capital  
Recruitment Division  
941 North Capitol St, NE – Suite 1200  
Washington, DC 20002  
Fax: (202) 442-6413

**Submission Materials:** DC2000 (employment application) or Resume and cover letter

*Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. I understand that a false statement on any part of my application may be grounds for not hiring me, or for firing me after I begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). I understand that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). I understand that any information I give may be investigated as allowed by law or Mayoral order. I consent to the release of information regarding my suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. I certify that, to the best of my knowledge and belief, all of my statements are true, correct and complete.*